



Service Desk Informer

Providing Our Customers with Updates & Changes

JUNE 2006

Volume 3 Number 6

SERVICE DESK
410-260-7778

Fax:
410-974-2092

Don't want to call?
Use our email option:

E-mail:
SERVDESK@DBM.STATE.MD.US



ADPICS 9210 Modification

ADPICS 9210 Modification – On 5/18/06, an ADPICS Enhancement was migrated to production that now allows a user who has security on the 9210 Screen in ADPICS to approve multiple documents at one time. You can now “approve” up to ten documents (one page) by placing an “a” next to the documents and pressing the F-10 Save Key. The system will then require you to enter your approval signature before the documents are “approved.” Users may continue to “approve” a single document at a time as well.

Please note that no changes have been made to the document rejection process which currently requires a user to reject a single document at a time.

Saturday Batch Cycles Begin

Saturday Batch Cycles will begin on **July 8** and run through **August 19, 2006**. The system will be up on Saturday's from 7:00 am to 5:00 pm.



Have you heard
about Saturday
Batch Cycles
yet?

Visit the Bulletin Board!

<http://www.dbm.state.md.us/bbs>

If you do not want to be on our mailing list, please email us – SERVDESK@dbm.state.md.us and type the following in the message body: unsubscribe newsletter

Security Info – Pass It On

The FMIS Security manual has been updated and is available for printing at:

<http://asm.dbm.state.md.us/>

Logon and password are: fmis_user
The Security Manual is listed on left.
Chapters that have been updated show a modified date of 5/31/06.

Please print those chapters and update your manual. There is also an Index of Recent Changes which you will need to print and review.

All FMIS Security Forms have been updated and are available on the web at:

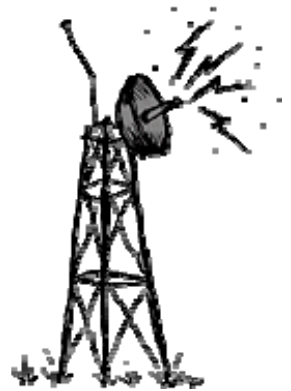
http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_search/technology/asm/tocasmsecurityforms.html

Or by going to the DBM web page at:

www.dbm.maryland.gov

Under "Also of Interest" select ASM Security Forms

Beginning July 1, 2006, DBM/EIS Security Services will accept ONLY the forms dated 5/31/06. If any older form is received, it will be denied and returned to the agency. Please ensure your department and any outside departments within your agency are accessing the proper security forms. There will be no exceptions.



RSTARS Closing for May

The month of May 2006 will be closed on June 20, 2006. The last day for entries is June 19, 2006.



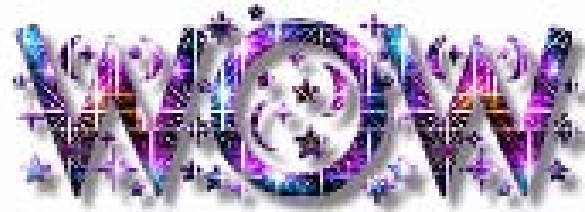
Remember ...

With Year End Close approaching we are busy! You can always email us. Just make sure you give us your name, Agency, phone number and a brief description of the problem or question. If there is a specific document you need for us to review, please give us the document number as well.

Make sure you have something in the Subject Line of the email or it will not be delivered to us.

We will do our best to get in touché with you as soon as possible.

servdesk@dbm.state.md.us



IMPORTANT INFORMATION PLEASE READ AND POST

INACTIVE ACCOUNT EVENT

The Inactive Account Event will process on Saturday, **June 17, 2006**. Account Event records from October 2005 through March 2006 will be migrated to Inactive Account Event. This process requires the production online system (CICSP51) for RSTARS/ADPICS to be shutdown **all day** on Saturday.

DOCUMENT SUMMARY PURGE

The Document Summary Purge will process will also occur on Saturday, **June 17, 2006**.

R*STARS will shut down at approximately 4:00 p.m. on June 30, 2006. A batch cycle will be run for the work of June 30, and the rollover of financial balances to the new fiscal year will begin.

BATCH INTERFACE FILES

Please ensure that batch interface files are transferred by 3:30 P.M. on Friday, June 30, 2006 to be included in the last batch cycle for the fiscal year.

**CHECK THE BBS PERIODICALLY FOR ANY UPDATES
PERTAINING TO DATE CHANGES!**

REPORTS- INACTIVE ACCOUNT EVENT

The Inactive Account Event will be available for reporting purposes on the following schedule:

Friday, **June 23rd** - Current AE and IAE FY06 and FY05.

Friday, **June 30th** - Current AE and FY06.

Inactive Account Event will only be available on Friday's during special Year-End Saturday batch schedules.

REMINDER – It's better to be safe than sorry –

When submitting end of year reports (last day) we suggest you request both CY (current year) and PY (prior year) to ensure the data you are requesting is reported accurately.

VIEW DIRECT - REPORT VIEWING AND PRINTING

The report management system will be available to view and print reports during regular business hours throughout the Year-End Close process.

After the rollover has been completed, R*STARS should be available on July 3, 2006. **R*STARS will not be available on July 1, July 2, and July 4, 2006.**



The last day to post fiscal year 2006 cash receipt transactions is July 7, 2006.

Post final interagency cash adjustments July 14, 2006.

Agencies post final year-end closing entries July 29, 2006.

Agencies have until July 29 to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2006.

All transactions applicable to fiscal year 2006 that are recorded in July should be processed with an effective date of June 31, 2006, or earlier.

Transactions with a June 31 effective date will be posted in month 13.

In order for the **Department of General Services**, Division of Procurement and Logistics to complete the awarding of commodity and

printing purchase orders before **July 1, 2006**, the following submission cutoff dates have been set:

Procurement over \$25,000 – cutoff – May 19, 2006

Procurement \$25,000 and under – cutoff – June 16, 2006



Requests received after the above dates will be reviewed on a case-by-case basis. If you have questions, please contact Myrna Harris, Program Manager, Commodities at 410-767-3586.

FY05 cut-off date for **all DBM** purchase orders was **June 2, 2006**. Purchase orders received after this date by DBM will be reviewed on a case-by-case basis. DBM will make every attempt to accommodate your agency's needs. Substantiated emergencies will be handled accordingly.

DBM processing of FY07 purchase orders should begin on or about **July 5, 2006**.

Please refer to the appropriate manuals for detailed instructions and other dates that you will need to know. Click on the following:

<http://compnet.comp.state.md.us/gad/default.asp>

Click on Forms and Manuals on the right side of the screen under the heading State Agencies.

Under Forms and Manuals page, scroll down until you find Appendices. Click on Appendix C - Closing Instructions - Statutory and GAAP

ADPICS 2006 YEC information is posted on the BBS under News and Announcements. If you have problems viewing this, contact the Service Desk for assistance. <http://www.dbm.state.md.us/bbs>

user id - bbsuser
password - bbsstate1

Upcoming Meetings

The next **PUG** meeting (Procurement User's Group) will be held on August 1, 2006 at 1:30 pm at MDOT HQ Testing and Training Conference room located at 7201 Corporate Center Drive, Hanover, MD.

The next **ADPICS Committee Meeting** will be held on July 12, 2006 beginning at 1:30 pm at SHA, 7005 Aviation Blvd.